

**DeForest Area Joint Community Center Commission
DeForest Area Community and Senior Center
505 N. Main Street, DeForest, WI 53532**

**Regular Commission Meeting Minutes
July 10, 2018
4:00 p.m.**

1. Call to Order

The meeting was called to order by President Jason Kramar.

2. Roll Call

Present: President Jason Kramar; Vice President Bruce Stravinski, Treasurer Connie Tenjum
Commissioners: Marian Drake, Jim Johnston, Myra Josephson, Steve Ruegsegger

Absent:

Jane Henze

Robert Pulvermacher

Also present:

Ex-Officio Officer Barb Cooper

Note Taker Cheryl Ksobiech

3. Pledge of Allegiance

The Pledge of Allegiance was led by Barb Cooper.

4. Announcements

None

5. Appearances before the Commission

- a. Auditor Jess Osvog thoroughly reviewed the audit, including 2017 representation letter, Required Audit DeForest Area Community and Senior Center communications to the Governing Body and Independent Auditor's Report with the Commission and the new GASB 68, 27, 71 requirements. Draft will be finalized and will then be available for approval by the Commission.

6. Consent Agenda

- a. Approval of the June 12, 2018 Meeting Minutes

b. Bills/Invoices

Vice President Bruce Stravinski moved to approve the June 12, 2018 meeting minutes and bills/invoices as presented. Jim Johnston seconded the motion and the motion passed unanimously with President Jason Kramar abstaining.

7. Financial

a. Financial Reports

The Commission reviewed and discussed the balance sheet and budget comparison reports for June, 2018. Treasurer Connie Tenjum moved to approve the financial reports as presented. Commissioner Steve Ruegsegger seconded the motion and the motion passed unanimously.

b. Fund Transfers

Treasurer Connie Tenjum moved to approve, at the discretion of the Executive Director, a fund transfer of up to \$60,000 for operations. Jim Johnston seconded the motion and the motion passed unanimously.

c. Budget Amendments

None

8. Old Business

a. Building Repairs

The contractor completed the roof and attic ventilation project on July 4, 2018.

Soil and grass seed were added to the parking lot edge and the company discounted the quote by \$200, reducing the cost to \$1,000.

b. Draft - 2019 Proposed Budget

The Commission reviewed and discussed the draft 2019 DeForest Area Joint Community Center Commission Budget. The budget has been released to the three municipalities. Executive Director Barb Cooper will attend the August 7 Village of DeForest Committee of the Whole meeting. Windsor and Vienna have reviewed the budget. There was a question about balances held in Contingency and Operating Contingency funds.

9. New Business

a. 2017 Audit

No action taken.

b. FEIN Process

Executive Director Barb Cooper reported her findings after contacting the Wisconsin Retirement System (WRS). The Commission would need to be approved by both WRS and the Social Security Administration to qualify as a public employer. The assessment process could have significant impact on the Commission. The information was discussed and no motion was made.

10. Reports

a. President's Report

The Fourth of July festival was successful and altered location worked out well.

b. Executive Director's Report

- Building updates:
 - Windsor Lawns discounted the parking lot landscaping by \$200 reducing cost to \$1,000.
 - Damon Pfile Contractor completed the roof and attic repairs satisfactorily.
 - NAMI recommended replacing compressor contactors in the outside condensing units for the furnaces that were pitted and showing signs of arching at cost of \$380.
 - On July 3 a clogged pipe in one of the HVAC units caused water damage to ceiling tiles in one of the client rooms. It was repaired by NAMI and tiles replaced.
- Funding
 - Estate gift in the amount of \$25,000 from Dorothy Ramminger is proceeding: a notice and release was returned to accountant on 7-5-18. Funds should be received within a few weeks.
 - Dane County is developing a three year Aging Plan and we recruited a community member to serve on a work group. Funding may be equalized for Supportive Home Chore in 2019. ADRC received a memorial gift to provide an iPad for case managers.
 - United Way Agency Executive meeting was June 28. Information shared about the revised proposal investment process, which will begin in February, 2019. There will now be a \$15,000 minimum for individual program proposals, which could affect the Nutrition program which currently receives \$6,900 in funding.
 - 2018 United Way contract was received. Funding should continue at current levels for 2018 and 2019.
 - The Center was bb Jack's Restaurant's June Charity of the Month.
 - July 4th Pizza Hut booth was successful thanks to staff and volunteers. The excessive heat may affect the proceeds.
 - Due to requests from community members, a DeForest Area Foundation grant is being written for an additional treadmill, to reduce wait times and encourage working out with a partner. It is due on September 1, 2018.
- Program/staff updates:
 - Case Management- will conduct Comprehensive Medication Reviews in November through a \$350 contract with United Way.
 - Independence Day lunch was held on July 3, followed by root beer floats and bingo.
 - Volunteer – we are grateful for 5 new volunteers in June, including a RSVP escort driver and 2 food distribution volunteers.

- Programs –Tony Rucker, starring as Elvis, will perform at the Center on August 24. Following the show, Peanut Butter and Banana “Elvis” sundaes will be served.
- 4-H made a preliminary inquiry about placing a mini food pantry at the Center.
- Barb Cooper may have jury duty the week of July 16 and will be out of the office July 30-August 1. Barb will provide budget information to the Village of DeForest Committee of the Whole meeting on August 7.

c. Committee Reports

None

11. Communication

a. Municipalities

- Vienna –Road repairs are underway and there may be another dumpster event.
- Windsor – Capital expenditures were approved at the last meeting for development of a large park in the Bear Tree area, with features for various sports and activities. Recycling center is moving to another location.
- DeForest - Bids are coming in for the park in Conservancy. Fireman’s Park will have wood upcycles from the Ash trees that were removed. Fleet Farm may open in September.

12. Any Other Business That Lawfully Comes Before the Commission

None

13. Meeting Dates/Agenda Items

- a. The next meeting date is Tuesday, August 14, 2018 at 4:00 p.m.

14. Adjournment

Treasurer Connie Tenjum moved to adjourn the meeting. Marian Drake seconded the motion and the motion passed unanimously.